

Louisiana Department of Revenue

Office of Charitable Gaming
PO BOX 98502, Baton Rouge, LA 70884-9502
(225) 925-1835 or (800) 562-9235 FAX (225) 925-7069

LOCATION/SESSION SCHEDULE CHECKLIST

The following checklist has been developed to assist you when preparing and submitting a Location/Session Schedule Form. 1. Please include your State License Number (EX: G-0005670), if applicable. 2. A correct fax number must be provided in order for the Office of Charitable Gaming to fax a license. 3. Organization Official must complete the amount of rent per session and provide a lease, if applicable. If organization is requesting to add or delete a session(s), organization official and commercial lessor or non-commercial lessor **must** authorize approval of session(s) and submit to the Office of Charitable Gaming. 4. List all dates and times of events (Circle a.m. or p.m.). Organization shall list starting time of session as time the organization will begin selling paper. 5. Additional Location/Session Schedule A. If organization has events at more than one location, complete a form for each location and include lease agreement, if applicable. B. List all license dates, times and length of sessions for each additional location. 6. Lease Agreement A. If organization is paying rent for any location, please submit a signed lease agreement. B. Lease agreements must include all dates and times organization is to conduct gaming activities. 7. When changing schedule of dates and times, give specific dates and times. A. Circle add or delete B. Circle a.m. or p.m. C. Circle the length of session: 2 hours, 4 hours or 6 hours D. Approved official or member-in-charge of the organization must sign form. E. Commercial or Non-commercial lessor must sign form or provide new lease with change F. When modifying session time only, please indicate change in the Comments Section of this form 8. A \$25 check, made payable to "Office of Charitable Gaming", must accompany the second and any additional revisions to your license. 9. If explanation of any answer is needed, please do so in the **Comments Section**.



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Location/Session Schedule

ORIGINAL APPLICATION				I	FISCAL Y	EAR 7/1/ 6/30/
☐ RENEWAL				S	STATE LIC	CENSE NUMBER:
☐ MODIFY APPLICATION				(Ĵ-	
***	Please use on	e form per loca	tion whei	e games are played	***	
Name of Organization						Organization Fax Number (where you want the license faxed)
Name of Building Where Games are Conduct	ted	Owner of Build	ling (Lessor	Building Phone #		Building Fax Number ()
Physical Address of Building (Include City &	z Zip Code)	-				Gaming Parish
Does your organization participa progressive bingo? Yes		Amount of rent p (Attach cop	per session by of rental of	n: \$ or lease agreement)	- owne	Check here if building is ed by organization or provided free of charge.
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(only required on modifications)	X					()
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Name of Building Where Games are Conducted:

JULY 2006								
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TUE	11	:	PM AM	6 2 4	DELETE ADD			
WED	12	:	PM AM	6 2 4	DELETE ADD			
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Name of Building Where Games are Conducted:

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SUN	8	:	AM PM	2 4	ADD DELETE				
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TUE	10	:	AM PM	2 4	ADD DELETE				
WED	11	:	AM PM	2 4	ADD DELETE				
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Name of Building Where Games are Conducted:

JANUARY 2007									
DAT	E	BEGIN TIME	<u> </u>	SESSION	ADD/ DELETE SESSION				
MON	1	NEW YEAR'S DAY	AM PM	2 4	ADD DELETE				
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MON	8	-	AM PM	2 4	ADD DELETE				
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THU	18	:	PM AM	6 2 4	DELETE				
FRI	19	:	PM	6	DELETE				
SAT	20	:	AM PM	2 4	ADD DELETE				
SUN	21	:	AM PM	2 4	ADD DELETE				
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	FEBRUARY 2007								
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SAT	24	:	AM PM	6	ADD DELETE				
SUN	25	:	AM PM	6	ADD DELETE				
MON	26	:	AM PM	6	ADD DELETE				
TUE	27	:	AM PM	6	ADD DELETE				
WED	28	:	AM PM	2 4	ADD DELETE				

	MARCH 2007								
DAT	Ē	BEGIN TIME		SESSION		ADD/ DELETE SESSION			
THU	1		AM PM	2 6	4	ADD DELETE			
FRI	2		AM PM	2 6	4	ADD DELETE			
SAT	3		AM PM	2 6	4	ADD DELETE			
SUN	4		AM PM	2 6	4	ADD DELETE			
MON	5		AM PM	2 6	4	ADD DELETE			
TUE	6	•	AM	2	4	ADD			
			PM AM	2	4	ADD			
WED	7	•	PM AM	2	4	ADD			
THU	8	:	PM AM	2	4	ADD			
FRI	9	:	PM AM	2	4	ADD			
SAT	10	:	PM AM	2	4	ADD			
SUN	11	:	PM AM	2	4	DELETE ADD			
MON	12	:	PM AM	2	4	DELETE ADD			
TUE	13	:	PM AM	2	4	DELETE ADD			
WED	14	:	PM AM	- 6 2	4	DELETE			
THU	15	:	PM AM	6 2	4	DELETE			
FRI	16	:	PM	6		DELETE			
SAT	17	ST PATRICK'S DAY	AM PM	2 6	4	ADD DELETE			
SUN	18	:	AM PM	2 6	4	ADD DELETE			
MON	19	:	AM PM	2 6	4	ADD DELETE			
TUE	20	:	AM PM	2 6	4	ADD DELETE			
WED	21	:	AM PM	2 6	4	ADD DELETE			
THU	22	:	AM PM	2 6	4	ADD DELETE			
FRI	23	:	AM PM	2 6	4	ADD DELETE			
SAT	24	:	AM PM	2 6	4	ADD DELETE			
SUN	25	·	AM PM	2 6	4	ADD DELETE			
MON		•	AM PM	2 6	4	ADD DELETE			
TUE	27		AM PM	2 6	4	ADD DELETE			
WED			AM PM	2 6	4	ADD			
		•	AM	2	4	ADD			
THU	29	:	PM AM	2	4	ADD			
FRI	30	:	PM AM	2	4	ADD			
SAT	31	:	PM	6		DELETE			



Name of Building Where Games are Conducted: ____

APRIL 2007									
DAT	E	BEGIN TIME	.	SESSION	ADD/ DELETE SESSION				
SUN	1		AM PM	2 4	ADD DELETE				
MON	2		AM PM	2 4	ADD				
TUE	3		AM PM	6 2 4 6	ADD DELETE				
WED	4	<u> </u>	AM PM	2 4	ADD DELETE				
THU	5	:	AM PM	2 4	ADD DELETE				
FRI	6	:	AM PM	2 4	ADD DELETE				
SAT	7	:	AM PM	2 4	ADD DELETE				
SUN	8	:	AM PM	2 4	ADD DELETE				
MON	9	:	AM PM	2 4	ADD DELETE				
TUE	10	:	AM PM	2 4	ADD DELETE				
WED	11	:	AM PM	2 4	ADD DELETE				
THU	12	:	AM PM	2 4	ADD DELETE				
FRI	13	:	AM PM	2 4	ADD DELETE				
SAT	14	:	AM PM	2 4 6 2 4	ADD DELETE ADD				
SUN	15	:	PM AM	6 2 4	DELETE ADD				
MON	16	:	PM AM	6 2 4	DELETE ADD				
TUE	17	:	PM AM	6 2 4	DELETE				
WED	18	:	PM AM	6 2 4	DELETE ADD				
THU	19	:	PM AM	6 2 4	DELETE ADD				
FRI	20	:	PM AM	6 2 4	DELETE ADD				
SAT	21	:	PM AM	6 2 4	DELETE				
SUN	22	:	PM AM	6 2 4	DELETE				
MON	23	:	PM AM	6 2 4	DELETE				
TUE	24	:	PM AM	6 2 4	DELETE				
WED	25	:	PM AM	6 2 4	DELETE				
THU	26	:	PM AM	6 2 4	DELETE				
FRI	27	:	PM AM	6 2 4	DELETE				
SAT	28	:	PM AM	6 2 4	DELETE				
SUN	29	:	PM AM	6 2 4	DELETE				
	!	i e							

	MAY 2007								
DAT	F	BEGIN TIME	:	SESSION	LENGTH	ADD/ DELETE SESSION			
TUE	1	:	AM PM	2	4	ADD DELETE			
WED	2	:	AM PM	2	4 6	ADD DELETE			
THU	3	:	AM PM		4 6	ADD DELETE			
FRI	4	: CINCO DE	AM PM AM		6	ADD DELETE ADD			
SAT	5	MAYO	PM AM	2	4 6 4	DELETE ADD			
SUN	6	:	PM AM		6 4	DELETE			
MON	7	:	PM AM	2	6 4	DELETE			
TUE	8	•	PM AM	2	4	DELETE ADD			
WED THU	9 10	:	AM AM	2	6 4	ADD			
FRI	11	<u>:</u> .	PM AM PM	2	6 4 6	ADD DELETE			
SAT	12	:	AM PM	2	4 6	ADD DELETE			
SUN	13	:MOTHER'S DAY	AM PM	2	4 6	ADD DELETE			
MON	14	:	AM PM	2	4 6	ADD DELETE			
TUE	15	:	AM PM	2	4 6	ADD DELETE			
WED	16	:	AM PM		6	ADD DELETE			
THU	17	:	AM PM		4 6	ADD DELETE			
FRI	18	:	AM PM AM	2	4 6 4	ADD DELETE			
SAT	19	:	PM AM		6 4	ADD DELETE ADD			
SUN	20	:	PM AM	_	6 4	DELETE			
MON	21	:	PM AM		6 4	DELETE			
TUE		:	PM AM	2	6 4	DELETE ADD			
WED		:	PM AM	2	4	ADD			
THU FRI	24 25	:	AM AM	2	6 4	ADD DELETE			
SAT	25 26		PM AM PM	2	6 4 6	ADD DELETE			
SUN		:	AM PM	2	4 6	ADD DELETE			
		MEMORIAL DAY	AM PM	2	4	ADD DELETE			
TUE	29	:	AM PM	2	4 6	ADD DELETE			
WED	30	:	AM PM	2	4 6	ADD DELETE			
THU	31	:	AM PM	2	4 6	ADD DELETE			

JUNE 2007					
DATE		BEGIN TIME		SESSION	ADD/ DELETE SESSION
FRI	1	:	AM PM	2 4	4 ADD DELETE
SAT	2		AM PM		4 ADD DELETE
SUN	3		AM PM		4 ADD DELETE
MON	4		AM PM		4 ADD DELETE
	5		AM	2 4	4 ADD
TUE			PM AM		DELETE 4 ADD
WED	6	:	PM AM	2 4	DELETE 4 ADD
THU	7	:	PM AM	2 4	DELETE 4 ADD
FRI	8	:	PM AM	6 2 4	DELETE 4 ADD
SAT	9	:	PM AM	6	DELETE 4 ADD
SUN	10	:	PM	6	DELETE
MON	11	:	AM PM	6	4 ADD DELETE
TUE	12	:	AM PM	2 4	4 ADD DELETE
WED	13	:	AM PM	2 4	4 ADD DELETE
THU	14	:	AM PM	2 4	4 ADD DELETE
FRI	15	:	AM PM	2 4	4 ADD DELETE
SAT	16		AM PM		4 ADD DELETE
SUN	17	FATHER'S DAY	AM	2 4	4 ADD
		:	PM AM	_	DELETE 4 ADD
MON		:	PM AM	2 4	DELETE 4 ADD
TUE	19		PM AM	2 4	DELETE 4 ADD
WED	20	:	PM AM	2 4	DELETE 4 ADD
THU	21	:	PM AM	6	DELETE 4 ADD
FRI	22	:	PM	6	DELETE
SAT	23	:	AM PM	6	4 ADD DELETE
SUN	24	:	AM PM	6	4 ADD DELETE
MON	25	:	AM PM	2 4	4 ADD DELETE
TUE	26	:	AM PM	2 4	4 ADD DELETE
WED	27	:	AM PM	2 4	4 ADD DELETE
THU	28	:	AM PM	2 4	4 ADD DELETE
FUI	29		AM PM		4 ADD DELETE
SAT	30		AM PM	2 4	4 ADD DELETE
JAI	50	<u> </u>	r IVI	6	DELETE
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